



Addendum #1

Date: June 15, 2016

**Science Applications International Corporation (“SAIC”)**

**Request for Proposal (RFP)**

**City of Memphis – Purchase of Data Migration Services**

**RFP # SAIC CoM 2016 MC R179867**

**Original RFP Issue Date: June 10, 2016**

**RFP Response Date: July 15, 2016**

**TO ALL POTENTIAL BIDDERS:**

This Addendum, including all articles and corrections listed below, shall become a part of the original solicitation package and shall be taken into account in preparing your bids.

In order to ensure that all bidders are given an equal opportunity to submit a competitive bid, Addendum #1 has been issued to delete and replace the following sections:

- Section 3.5 EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM is replaced with Section 3.5 EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM Rev 6/13/16.
- Section 5.2 EVALUATION OF QUALIFYING PROPOSALS is replaced with 5.2 EVALUATION OF QUALIFYING PROPOSALS REV 6-13-16.
- EXHIBIT 5 – Data Migration Services is replaced with EXHIBIT 5 Rev 6/13/16.

All other terms and conditions remain the same.

City of Memphis  
RFP # SAIC CoM 2016 MC R179867  
Response Accepted At: ATTN: SAIC Kelli M. Werkmeister  
c/o City of Memphis, ITS  
119 S. Main Street, Ste. 200  
Memphis, TN 38103  
E-Mail Inquiries and Responses Accepted At: City\_of\_Memphis\_Bids@saic.com

### 3.5 EQUAL BUSINESS OPPORTUNITY (EBO) PROGRAM Rev 6/13/16

#### Equal Business Opportunity Program

The City of Memphis encourages the participation of Small, Minority and Women-Owned Businesses in the purchasing process.

In Section 6 of the Vendor's Proposal, Vendor must include City of Memphis, Equal Business Opportunity Program Compliance & Good Faith Effort Documentation Forms (with supporting documentation as indicated on form) in reply to this RFP or note any exceptions. Vendor's proposal will be disqualified if the Vendor fails to include required forms and documentation with their proposal.

The City of Memphis through its Equal Business Opportunity ("EBO") Ordinance seeks to provide opportunities for minorities and women in the areas of prime contracting, subcontracting, and other areas of partnering opportunities. EBO requirements are governed by City Ordinance #5384, that may be accessed on the City's website at [www.memphistn.gov](http://www.memphistn.gov) under "Doing Business." The intent of the EBO Program is to increase the participation of locally owned minority-and women-owned business enterprises ("M/WBE") in the City's purchasing activities.

**The MWBE goal for this RFP is 30%.**

#### **Eligible M/WBE Firms**

To qualify as a M/WBE firm, per the requirements of City of Memphis Ordinance #5384, a firm must be included on the City's list of certified M/WBE firms. One or a combination of several M/WBEs may be utilized to meet the established goal of 30%. A list of the City's eligible MWBE firms can be found at [www.memphistn.gov](http://www.memphistn.gov) under "Doing Business with the City".

Requests for verification must be submitted to the City's Contract Compliance Office listed below:

City of Memphis, Director, Office of Minority and Women Owned Businesses

125 North Main Street, Suite 546

Memphis, TN 38103

Phone: (901) 636-6210 Fax: (901) 636-6560

Email: [JoAnn.Massey@memphistn.gov](mailto:JoAnn.Massey@memphistn.gov)

**CITY OF MEMPHIS**

**EQUAL BUSINESS OPPORTUNITY PROGRAM COMPLIANCE FORM**

**PROJECT TITLE:** City of Memphis – Data Migration Services

**Project M/WBE GOAL: 30%.      The Goal for this RFP shall follow the guidelines as set forth in this RFP.**

The following sections must be completed by bidder. A certified subcontractor or supplier is defined as a firm from the list of certified firms provided with this specification.

\_\_\_\_\_  
Bidder's Name

**Section A** - If the bidder is a certified firm, so indicate here with a check mark.

\_\_\_\_\_ MBE      \_\_\_\_\_ WBE

**Section B** - Identify below those certified firms that will be employed as subcontractors or suppliers on this project. By submitting this bid, the bidder commits to the use of the firms listed below.

\$            =            Show the dollar value of the subcontract to be awarded to this firm

%            =            Show the percentage this subcontract is of your base bid

M/WBE =            Show by inserting an M or W whether the subcontractor is an MBE or WBE

\$ / %	M/WBE	SERVICE	CERTIFIED SUBCONTR. NAME, ADDRESS, TEL. #

<b>Total</b>	\$	%
<b>MBE</b>		
<b>WBE</b>		

**THIS FORM and SUPPORTING DOCUMENTATION MUST BE SUBMITTED WITH THE BID OR THE BID WILL BE CONSIDERED NON-CONFORMING.**

**CITY OF MEMPHIS**

**GOOD FAITH EFFORT DOCUMENTATION FORM**

To The Honorable Mayor City of Memphis, Tennessee

From:

VENDOR NAME \_\_\_\_\_

PROJECT TITLE: **City of Memphis – Data Migration Services**

Enclosed please find the required documents:

**1. \*Copies of all written notification to City of Memphis M/WBE listed firms. (Please attach list of all firms notified, detail how they were notified and when).**

Said Bidder \_\_\_\_\_ did / or \_\_\_\_\_ did not select economically feasible portions of the work to be performed by M/WBE firms.

**2. \*List all M/WBE firms with which negotiations took place. (Attach list. If no negotiations were held, please state so.) Provide names, addresses, and dates of negotiations.**

**3. \*Statement of efforts to assist M/WBE firms, with bonding, insurance, financing, or with document review. (Attach list. If no assistance was provided, please state so.)**

The Bidder \_\_\_\_\_ did / or \_\_\_\_\_ did not use all M/WBE quotations received. If the Bidder did not use all M/WBE quotations received, list on attached sheets, as required as to the reasons those quotes were not used.

**4. \*List (on attached sheets as required) all M/WBE firms contacted that the bidder considered not to be qualified, and a statement of the reasons for the bidder's conclusions. If no firms were found to be non-qualified, please state so.**

THIS SIGNED FORM AND REQUESTED DOCUMENTATION (noted by an asterisk ‘\*’) MUST BE SUBMITTED WITH THE BID IF THE BIDDER DOES NOT MEET THE REQUIRED M/WBE PROJECT GOAL. IF REQUESTED DOCUMENTATION IS NOT SUBMITTED THE BID WILL BE CONSIDERED NON-CONFORMING.

\_\_\_\_\_  
Contractor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed or Typed Name and Title

## 5.2 EVALUATION OF QUALIFYING PROPOSALS REV 6/13/16

To the extent permitted by law, all proposals submitted in response to this RFP shall be kept confidential until the proposals have been evaluated and the intent to award is announced. Until the intent to award is announced, no information regarding any proposal will be released to anyone, except members of the Evaluation Committee who are responsible for evaluating the proposals and other appropriate SAIC or City of Memphis staff. All information provided by the Vendor in response to this RFP will be considered by the Evaluation Committee in evaluating the proposal and making an award recommendation.

SAIC will evaluate each Qualifying Proposal based on the degree to which it complies with the RFP's requirements, as articulated in this document. The primary categories to be evaluated are:

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Weight</b>
Business Viability	Business Tenure or General Experience, Proof of Insurance, Financial Stability or Annual Report, Customer References or Local Experience, Workforce or Staff	15%
Product Functionality and Service Capabilities	Solution meets City of Memphis requirements	30%
Support Services	Implementation Services and On-going Support Services	20%
Cost / Pricing	Vendor provides a cost effective pricing methodology	35%
<b>Total Score</b>		<b>100.0%</b>

## **EXHIBIT 5 Rev 6/1/16 – Data Migration Services**

### **GIS Data Migration and Data Services for the City's Enterprise GIS**

The City of Memphis has a need for services relating to capturing spatial data from a variety of sources including on-the-ground direct GPS data capture, digitization of geometry and attribute data from paper sources, aerial photography and photogrammetry data capture, geocoding from tabular data and various other methods of data capture. To go along with data capture services there will be a need to provide mirrored GIS infrastructure environment in terms of geodatabase configuration that mimics the City's GIS system so that delivery of data to the City will be seamless. Also needed is the ability to deliver web-based GIS applications displaying captured data as part of providing the City with the ability to QA/QC in near real-time.

### **General Requirements**

The Vendor must have the ability to ramp up the number of highly skilled GIS resources as needed depending on the requirements of the City's various projects. The Vendor must have a rigorous background in Engineering and in GIS. The nature of the City's projects involving data capture for the City's Engineering and Public Works divisions require high level knowledge in those fields of expertise. The types of projects can include data capture, management from any City division. The Vendor must have at least a 5 year track record of providing similar services to government agencies. Detailed requirements are outlined below.

### **Detailed Requirements**

- 1) This initiative involves the migration, analysis and visualization of spatial data for the Enterprise GIS Portal. End-users in various City Divisions, both analysts and others, needing access to spatial data within a GIS environment have data to contribute to the portal. These data sources must be compiled, made into digital format or captured remotely (or via mobile collection), geo-rectified, or geo-located and assigned metadata in order to meet the standards and formats of the Enterprise GIS Portal in order to be usable. This major undertaking requires numerous man-hours, data conversion expertise and high-level GIS data migration software including database versioning. There are hundreds of thousands of spatial data throughout several City Divisions that must be migrated. Many of these data migrations from paper or flat files formats into digital spatial GIS data are due to current and near future Federal Mandates. There also exist physical conditions (e.g., pavement condition, anthropogenic impacts, property degradation) and physical infrastructure (e.g., road signage, storm water/sewer network) that must be captured and their characteristics recorded that can only be obtained through a mobile data collection effort. Spatial data may also require an analysis governed by a set of key parameters and measurement outcomes. Additionally, more and more City Divisions are relying on web services to visualize and analyze spatial information that offer day-to-day decision support to City operators. Web service and web application development requires specialized programming expertise. The enormous needs of the Divisions along with the Federal Mandates make the work of migrating data into GIS format and visualizing that data an ongoing process requiring technical resources on an annual basis until the majority of the spatial data has been migrated.
- 2) The Vendor for this service shall supply the technical skilled man-hours necessary for the conversion of various formats of data into ESRI GIS platform usable files, data visualization and data analysis. The vendor shall have unlimited access to ESRI platform software, in the least, and other software required for the job. The City of Memphis will not purchase any software for the conversion/collection portion of the project; however, the City may need to purchase hardware and/or software depending on the needs of the end-user Division/Department. Vendor shall provide technical assistance to the City of Memphis Enterprise GIS staff and to end-user stakeholders in the process of data migration and mobile/web application navigation.

- 3) Technical Assessment and Support Services:
  - I) Ongoing evaluation of: (a) workflow process that currently incorporate GIS data and utility; (b) workflow process that could benefit from integrating GIS data and utility; and (c) future workflow processes that would likely require a GIS component.
  - II) Assistance in the identification and prioritization of GIS data/visualization/analysis needs.
  - III) An assessment of the quality and quantity of in-house datasets with emphasis given to those datasets not presently in GIS format.
  - IV) A description of the methodologies and inherent inaccuracies related to the transference of non-GIS datasets, physical conditions and physical infrastructure into GIS format; and an estimate on the effort that will be required to get the information into a GIS format during the contract period.
- 4) GIS Processing Services:
  - I) ESRI GIS software suite and other 3rd party software (e.g., QGIS, Safe FME, ERDAS) will be utilized to perform the data conversion. The final product from the conversion must be readily consumable by the Enterprise GIS Portal.
  - II) The City of Memphis and Vendor will work together to define the data schema for each dataset.
  - III) The Divisions will be responsible for providing the necessary data identified for conversion into GIS format and the list of attributes that will best characterize the data. The City of Memphis GIS Program Office will also provide the data standards (i.e., projection, accuracy bounds, metadata). Converted data will be provided to the City of Memphis in GIS vector or raster format.
- 5) Application Development Services:
  - I) Upon assessment of end-user technical requirements for the utilization of migrated spatial data, the provider shall develop tools, either desktop or ArcGIS for Server web-based applications.
  - II) Vendor shall provide recommendations for any hardware, software and training needed for the utilization of the end-user applications.
  - III) Vendor will deliver documentation and source code for all applications developed and provide training for the Enterprise GIS staff and the end-user on the utilization of the applications.
  - IV) Training and support will be provided to the Enterprise GIS staff on the maintenance and support of all Vendor developed applications.
- 6) Vendor Qualifications:
  - I) Must be able to dedicate the required number of GIS technical man-hours for project needs that is appropriate and is conducive for an efficient project schedule depending on the nature of the data being migrated into GIS format.
  - II) The comprehensive GIS Technical Skill sets of the Vendor's project team must include proficiency with all of the following ESRI GIS software suite: ArcGIS for Desktop, ArcGIS for Server, Collector for ArcGIS, and ArcPad as well as proficiency with geodatabase modeling, metadata creation, digitizing (onscreen or tablet), GPS, image management (aerial photographs, satellite imagery, terrain models, raster data such as scanned documents and maps), and ArcGIS for Server web application development on a .NET platform. Additionally, the Provider must have proficiency in Python, C-sharp and HTML5 programming languages. The minimum proficiency of any one individual on the project shall include at the minimum ArcGIS for Desktop with additional expertise in digitizing (on-screen and tablet). GPS skill for any one individual of the project team is considered advantageous but not required.
- 7) Programming code developed by Vendor for existing City ESRI software to extend the functionality of the software shall be the property of the City.